



## PRIVACY IMPACT ASSESSMENT (PIA)

For the

Digital Training Management System (DTMS)
U.S. Army Training and Doctrine Command (TRADOC)

### SECTION 1: IS A PIA REQUIRED?

**a. Will this Department of Defense (DoD) information system or electronic collection of information (referred to as an "electronic collection" for the purpose of this form) collect, maintain, use, and/or disseminate PII about members of the public, Federal personnel, contractors or foreign nationals employed at U.S. military facilities internationally? Choose one option from the choices below. (Choose (3) for foreign nationals).**

- ☐ (1) Yes, from members of the general public.
- ☐ (2) Yes, from Federal personnel\* and/or Federal contractors.
- ☒ (3) Yes, from both members of the general public and Federal personnel and/or Federal contractors.
- ☐ (4) No

\* "Federal personnel" are referred to in the DoD IT Portfolio Repository (DITPR) as "Federal employees."

**b. If "No," ensure that DITPR or the authoritative database that updates DITPR is annotated for the reason(s) why a PIA is not required. If the DoD information system or electronic collection is not in DITPR, ensure that the reason(s) are recorded in appropriate documentation.**

**c. If "Yes," then a PIA is required. Proceed to Section 2.**

## SECTION 2: PIA SUMMARY INFORMATION

a. Why is this PIA being created or updated? Choose one:

- ☐ New DoD Information System ☐ New Electronic Collection
- ☒ Existing DoD Information System ☐ Existing Electronic Collection
- ☐ Significantly Modified DoD Information System

b. Is this DoD information system registered in the DITPR or the DoD Secret Internet Protocol Router Network (SIPRNET) IT Registry?

- ☒ Yes, DITPR Enter DITPR System Identification Number 2929 (DA76791)
- ☒ Yes, SIPRNET Enter SIPRNET Identification Number
- ☐ No

c. Does this DoD information system have an IT investment Unique Project Identifier (UPI), required by section 53 of Office of Management and Budget (OMB) Circular A-11?

- ☐ Yes ☒ No

If "Yes," enter UPI

If unsure, consult the Component IT Budget Point of Contact to obtain the UPI.

d. Does this DoD information system or electronic collection require a Privacy Act System of Records Notice (SORN)?

A Privacy Act SORN is required if the information system or electronic collection contains information about U.S. citizens or lawful permanent U.S. residents that is retrieved by name or other unique identifier. PIA and Privacy Act SORN information should be consistent.

- ☒ Yes ☐ No

If "Yes," enter Privacy Act SORN Identifier

Pending approval for new SORN (A0350-1X TRADOC)

DoD Component-assigned designator, not the Federal Register number.  
Consult the Component Privacy Office for additional information or  
access DoD Privacy Act SORNs at: <http://www.defenselink.mil/privacy/notices/>

or

Date of submission for approval to Defense Privacy Office

Consult the Component Privacy Office for this date.

**e. Does this DoD information system or electronic collection have an OMB Control Number?**

Contact the Component Information Management Control Officer or DoD Clearance Officer for this information.

This number indicates OMB approval to collect data from 10 or more members of the public in a 12-month period regardless of form or format.

☐ **Yes**

**Enter OMB Control Number**

**Enter Expiration Date**

☒ **No**

**f. Authority to collect information. A Federal law, Executive Order of the President (EO), or DoD requirement must authorize the collection and maintenance of a system of records.**

(1) If this system has a Privacy Act SORN, the authorities in this PIA and the existing Privacy Act SORN should be the same.

(2) Cite the authority for this DoD information system or electronic collection to collect, use, maintain and/or disseminate PII. (If multiple authorities are cited, provide all that apply.)

(a) Whenever possible, cite the specific provisions of the statute and/or EO that authorizes the operation of the system and the collection of PII.

(b) If a specific statute or EO does not exist, determine if an indirect statutory authority can be cited. An indirect authority may be cited if the authority requires the operation or administration of a program, the execution of which will require the collection and maintenance of a system of records.

(c) DoD Components can use their general statutory grants of authority ("internal housekeeping") as the primary authority. The requirement, directive, or instruction implementing the statute within the DoD Component should be identified.

Secretary of the Army 3013; Army Regulation 350-1, Army Training and Leader Development; and E.O. 9397, as amended (SSN).

**g. Summary of DoD information system or electronic collection. Answers to these questions should be consistent with security guidelines for release of information to the public.**

(1) Describe the purpose of this DoD information system or electronic collection and briefly describe the types of personal information about individuals collected in the system.

DTMS is a commercial off the shelf (COTS) software, which has been customized to support the on-going digital training management task. The system provides training managers with a comprehensive password protected management tool for conducting and tracking digital systems training online. DTMS allows users to completely manage the entire learning environment for all soldiers. Training managers at the separate companies, battalions, brigades, divisions, corps, program managers, and other Department of Army agencies can access and utilize the system. DTMS tracks not only new equipment training (NET), but also sustainment, collective and individual training. The integration of the Event Manager module, with DTMS, to support Unit Set Fielding (USF), Initial Operational Test and Evaluation (IOT&E) and Collective Training, provides users with an automated method for tracking and managing all major events. The enhanced system will allow the scheduling of events, as well as the ability to de-conflict schedules, for soldiers supporting USF, IOT&E, Collective Training events and NET.

DTMS is used for Mission Essential Task List (METL) development and can track separate METL for Unit, Unit HHC, and Unit Staff. DTMS provides approved collective and individual tasks, Combined Arms Training Strategy (CATS) tasks, the Army Universal Task List (AUTL), and the Universal Joint Task List (UJTL). DTMS has the ability to develop After Action Reports (AARs) and commanders' assessments of training events. It compiles and displays a unit roll-up of training conducted through a series of customizable tabs to track weapons qualification, Army Physical Fitness Tests, Army Warrior Training, AR 350-1 common military training, MOS training, and deployment tasks from "Enlistment to Retirement".

DTMS provides the capability for commanders and trainers to conduct training trend analysis. This capability identifies repeated training shortcomings and assists the unit in getting the most from their available training time. It also provides the commander a tool to assess training challenges in groups of soldiers or subordinate units to better address training requirements to sustain operational readiness.

DTMS provides users with a comprehensive range of features that simplify training management by:

1. Maintaining a single centralized database.
2. Maintaining an updated class schedule and calendar.
3. Providing on-line, 24/7 registration and status reporting.
4. Providing the capability to correlate/fuse and deconflict all training requirements at the lowest level.
5. Tracking and managing all training events and resources.
6. Providing a course catalog including course descriptions, software versions, and prerequisites.
7. Creating detailed reports on all activities with standard or custom reporting tools (can be exported to Microsoft Word, Excel, and Access or in HTML and text format).
8. Tracking of individual soldier transcripts.
9. Tracking all levels of organizational participation.
10. Automating the registration process while maintaining the ability to approve soldier participation.
11. Providing Battle Roster Analysis Tool to assist in determining unit status.

Enhanced capabilities include:

1. Integrate events from a variety of sources (DA, PMs, Units)
2. Tracks and manages all training events and NET/sustainment/collective classes, to include resources, and including classroom sessions in one location.
3. Deconflicts training and USF/IOT&E/Collective event schedules.
4. Maintains a complete calendar of events on the web.
5. Creates detailed reports on all activities with standard or custom reporting tools.
6. Tracks individual schedules (event, system, and soldier).
7. Tracks attendance at training.
8. Automates the event management process while maintaining the ability to approve individual participation.
9. Track and manage online events in real-time.
10. DTMS users access these features via a web-based management tool. This tool allows them to schedule training classes, enroll soldiers, and develop and track training requirements and course completion.

Different levels of access are as follows:

1. Soldiers access a schedule to choose training.
2. Training managers access a registration database to register soldiers.
3. Instructors access a scheduling database to schedule and offer new classes.
4. Commanders access a scheduling database to track the scheduled training within their command for completion and statistics.

(2) Briefly describe the privacy risks associated with the PII collected and how these risks are addressed to safeguard privacy.

Appropriate safeguards are in place for the collection, use, and sharing of information. Security measures are adequate and the risk to DTMS is Minimal. Information is protected by user passwords, firewalls, antivirus software, and CAC access.

**h. With whom will the PII be shared through data exchange, both within your DoD Component and outside your Component (e.g., other DoD Components, Federal Agencies)?** Indicate all that apply.

☒ **Within the DoD Component.**

Specify.

U.S. Army Training and Doctrine Command Headquarters, Army G-1 (Army Training Requirements and Resources System), Army Staff Principals in the chain of command, Department of Army Inspector General, Army Audit Agency, FORSCOM G3/5/7, U.S. Army Criminal Investigation Command, Intelligence and Security Command, Provost Marshall General, Assistant Secretary of the Army (Financial Management and Comptroller) and unit commanders.

☐ **Other DoD Components.**

Specify.

Internal DoD agencies that would obtain access to PII in this system, on request in support of an authorized investigation or audit, may include Department of Defense Inspector General and Defense Criminal Investigation Service.

☐ **Other Federal Agencies.**

Specify.

☐ **State and Local Agencies.**

Specify.

☒ **Contractor** (Enter name and describe the language in the contract that safeguards PII.)

Specify.

nFocus  
General Dynamics-Information Technology (GD-IT)  
Research, Analysis and Maintenance (RAM)

The following is the contract wording concerning Privacy Act information:

"The Contractor will be required to design, develop, or operate a system of records on individuals, to accomplish an agency functions subject to the Privacy Act of 1974, Public Law 93-579, December 31, 1974 (5 U.S.C. 552a) and applicable agency regulations. Violation of the Act may involve the imposition of criminal penalties."

☐ **Other** (e.g., commercial providers, colleges).

Specify.

**i. Do individuals have the opportunity to object to the collection of their PII?**

☐ **Yes**

☒ **No**

(1) If "Yes," describe method by which individuals can object to the collection of PII.

The individual implicitly consent to capture and use of that information at the time of employment or enlistment in the Armed Forces, at which time they are provided a Privacy Advisory

(2) If "No," state the reason why individuals cannot object.

Individuals do not have the capability to enter PII data nor does DTMS manually modify the PII data. All data is received electronically from the ITAP dB or MEDPROS dB.

**j. Do individuals have the opportunity to consent to the specific uses of their PII?**

☐ **Yes**

☒ **No**

(1) If "Yes," describe the method by which individuals can give or withhold their consent.

The individual implicitly consent to capture and use of that information at the time of employment or enlistment in the Armed Forces, at which time they are provided a Privacy Advisory.

(2) If "No," state the reason why individuals cannot give or withhold their consent.

Individuals implicitly consent to the capture and use of PII at the time of employment or enlistment in the Department of the Army, at which time they are provided a Privacy Advisory.

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**k. What information is provided to an individual when asked to provide PII data?** Indicate all that apply.

☐ Privacy Act Statement

☐ Privacy Advisory

☐ Other

☒ None

Describe each applicable format.

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**NOTE:**

Sections 1 and 2 above are to be posted to the Component's Web site. Posting of these Sections indicates that the PIA has been reviewed to ensure that appropriate safeguards are in place to protect privacy.

A Component may restrict the publication of Sections 1 and/or 2 if they contain information that would reveal sensitive information or raise security concerns.